



The 1863 Club Support Group

Safeguarding Children and Young People Policy

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Definitions

Adult at Risk: an adult who has care and support needs; is experiencing, or is at risk of abuse or neglect; and because of their care and support needs cannot protect themselves against actual or potential abuse or neglect.

Child: anyone under the age of eighteen years. Throughout this policy, we will refer to both children and young people as a child or children.

Child Abuse: physical, sexual, and/or emotional abuse and/or neglect.

Note that abuse can take place in person and/or online, by other children and/or adults, including those in positions of trust;

1 Bullying: Bullying is behaviour that is repeated, intends to hurt someone physically or emotionally and can include physical assault, social bullying such as teasing, threatening behaviour, name-calling and cyber-bullying (i.e. bullying on line)

2 Emotional Abuse: the ongoing emotional maltreatment of a child. It can involve deliberately trying to scare or humiliate a child or isolating or ignoring them and can seriously damage a child's emotional health and development. Children who are emotionally abused are often suffering from another type of abuse at the same time

3 Neglect: the ongoing failure to meet a child's basic needs. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care; maybe put in danger or not protected from physical or emotional harm. They may not get the love, care and attention they need from their parents/carers. A child who is neglected will often suffer from other abuse as well. Neglect can cause serious, long-term damage to a child

4 Physical Abuse: deliberately hurting a child including hitting, kicking, burning, slapping or throwing objects at a child, causing injuries such as bruises, broken bones, burns or cuts

5 Sexual Abuse: forcing or persuading a child to take part in sexual activities. It does not have to involve physical contact and it can happen on or off-line. Sometimes the child will not understand that what is happening to them is abuse or understand that it is wrong

Child Safeguarding: proactively promoting safe, inclusive, child-focused environments which keep all children safe from harm. Recognising that some children may be more vulnerable to abuse or neglect, such as children with disabilities or in care; and putting tailored procedures in place to minimise the risk of harm to all children.

Club Welfare Officer (CWO): the designated individual(s) within a British Rowing affiliated club whose responsibilities are currently outlined in section 2.1 of British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer.

Disclosure and Barring Service Check: a disclosure of the relevant criminal records and other relevant information held by the police about an individual who will be working with children and/or adults at risk. This check is administered through the relevant Registered Body and the DBS. British Rowing's criteria for those requiring Disclosure and Barring Service 4 Checks are set out in section 7 of British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer.



Disclosure and Barring Service (DBS): formed by the merger of the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) under the Protection of Freedoms Act 2012. The DBS check carries out searches of a person's criminal record in England and Wales, to check if they're suitable to work with children and adults at risk.

Duty of Care: The duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.

Event Welfare Officer: the designated individual within a British Rowing affiliated event whose responsibilities are currently outlined in section 2.4 of British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer

Grooming: refers to a process by which an individual manipulates those around them – typically (but not only) the child – to provide opportunities for abuse. It can involve communication with a child where there is an intention to commit a sex offence in person and/or online.

Harm: ill-treatment and forms of ill-treatment, causing the impairment of deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.

Lead Safeguarding Officer (LSO): the designated person appointed by British Rowing whose responsibilities are explained in section 2.2 of British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer.

Monitoring & Evaluation: a process that helps improve performance and achieve results. Its goal is to improve current and future management of outputs, outcomes and impact.

Non-Recent Concern: A non-recent Safeguarding concern refers to concerns or disclosures about abuse that may have occurred at some time in the past and may not have previously been reported or investigated. This was previously known as a historic concern.

Persistent Poor Practice: The repetitive nature of poor practice behaviour by individuals in positions of trust that falls below British Rowing's required standard.

Poor Practice: Behaviour of an individual in a position of responsibility that falls below British Rowing's required standard as described in the Code of Conduct. The behaviour may not be immediately dangerous or intentionally harmful to a child, but it is likely to set a poor example.

Position of Trust: an individual, such as a coach, teacher, or club officer who makes decisions for or about a child and can influence the child's thoughts, and/or actions such as building confidence and self-esteem in a child. However, individuals can misuse that position to groom or abuse a child.

Prevent Duty: the duty in the Counterterrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent children and young people from being drawn into terrorism.

Radicalisation: Radicalisation is the action or process of causing someone to adopt radical positions on political or social issues, including terrorism. 5



Risk Assessment: a procedure to help identify possible sources of danger and take appropriate action to minimise risks considering the age, number and competence of participants. See British Rowing's RowSafe guide for examples.

Safeguarding: in rowing is the process of protecting children and adults at risk from harm by providing a safe space in which to take part in sport and be active. Everyone has a role to play in keeping others safe and people should know what to do if they have any concerns.

Whistleblowing: when an individual, in any capacity, passes on information concerning breaches of code of conduct, instances of poor practice, or any other form of wrongdoing.

Young People: young people are individuals who have not yet had their 18th birthday but are currently in their teenage years.

Section 1: The 1863 Club Safeguarding and Welfare

1.1 Policy Statement

The 1863 Club prioritises the safeguarding and protection of all children who participate in, or come into contact with, rowing through our club and/or coaches. We are committed to upholding safeguarding best practice and minimising the risk of children being harmed; our safeguarding policies, procedures, training and support promote safe, inclusive, fun and child-centred environments in which all children have a positive and enjoyable experience of rowing.

We recognise that child abuse and poor practice can take place anywhere and that it is everyone's responsibility to report concerns, whether or not abuse may be occurring. We acknowledge that abuse can take place face-to-face and/or online; that it can be non-recent or current; and that perpetrators can be other children or adults, including those in positions of trust. We have policies, procedures, training and support that enable our coaches, trustees and committee members, as well as our members and their parents and carers to prevent, recognise, report and respond to complex safeguarding challenges.

All concerns about a child must be acted upon in line with the details set out in this Policy and in the guidance provided by British Rowing.

Everyone is responsible for reporting concerns; not acting is not an option.

1.2 Our Commitment

We promote and prioritise the safety and wellbeing of all children who come into contact with rowing through The 1863 Club. We do this through the development, communication, implementation and upholding of clear, up-to-date safeguarding policies and procedures. Adherence to these is mandatory for everyone associated with the Club.

We enable everyone to understand their safeguarding roles and responsibilities and be provided with appropriate learning opportunities to recognise, identify and respond to safeguarding concerns and disclosures.

We have a safely recruited and trained Welfare Officer and Deputy Welfare Officer who promote child safeguarding and protection and take appropriate action when concerns and disclosures are made.



All staff working with children at the Club have:

1. a signed-off disclosure and barring service check (through British Rowing)
2. up-to-date safeguarding training, in line with British Rowing's Safeguarding Training Guidance.

We have a clear concerns reporting process and measures to ensure the appropriate handling of confidential information (in keeping with British Rowing's Safeguarding Handbook 2 – Handling concerns, available on the Club's website).

1.3 The 1863 Club Minimum Standards for Safeguarding Children

In accordance with British Rowing's standards and expectations we adhere to the following minimum standards:

1. Always prioritise the well-being of all children
2. Be a positive role model and act with integrity. Help to create a safe, inclusive environment for all children, free from poor practice, discrimination and/or bullying
3. Perform regular risk assessments to determine how many adults are required to safely coach children. In accordance with CPSU guidelines, whatever the recommended ratio of adults to participants is, a minimum of two adults should be available, where one of which holds a current DBS check.
4. Always obtain consent from parents/carers and children before taking or publishing any photos, videos or personal information about a child.
5. Keep your personal and working/volunteering life separate, including on social media. Avoid face-to-face and online private one-to-one communication with a child.
6. Where possible, do not be alone with a child, unless in an emergency
7. Do not abuse, neglect, discriminate against or otherwise harm a child or act in a way that may be interpreted as such
8. Doing nothing is not an option: report all concerns and disclosures as soon as possible. If someone is in immediate danger, call the emergency services (999)
9. When in doubt, seek advice: contact your Club Welfare Officer or the Lead Safeguarding Officer at British Rowing (Iso@britishrowing.org)

Section 2: Reporting and Responding to Concerns

Referrals and disclosures may arise in a number of ways and may come from a variety of sources, such as children, coaches or parents. All disclosures, referrals and concerns are responded to in line with this policy. This includes safeguarding concerns, concerns of poor practice and about non-recent abuse, and referrals or disclosures involving deceased individuals. It is vital that all adult and junior rowers, coaches, volunteers, officials and parents and carers, know how to report any Safeguarding concern they may have. All concerns regarding the welfare of children must be acted on in line with British Rowing's reporting procedure, which can be found in [British Rowing's Safeguarding Handbook – Handling concerns](#).



2.1 Reporting Concerns

Anyone who witnesses any form of abuse towards children, or comes upon information regarding abuse towards children, or information concerning their safety and wellbeing of a child should contact the Club Welfare Officer as soon as possible. If the Club Welfare Officer is not available or is implicated in the concern, then the Lead Safeguarding Officer at British Rowing should be contacted, by emailing Iso@britishrowing.org.

Any individual can contact emergency services or make a referral directly to statutory agencies and should do so especially if they are concerned about the immediate risk to the safety or welfare of a child. For further information on reporting concerns, please read [British Rowing's Safeguarding Handbook – Handling concerns](#).

2.2 The Club Welfare Officer

The Club adheres to the guidelines and recommendations set out in the [Safeguarding Handbook](#) in respect of the appointment and role of the Club Welfare Officer.

<https://www.britishrowing.org/wp-content/uploads/2021/09/British-Rowing-Safeguarding-Handbook-1-the-Club-Welfare-Officer-Covid-guidance-template.pdf>

2.3 What to do if a child reports a Safeguarding Concern to you

If a child discloses a safeguarding/poor practice concern to you, you must follow the seven steps below. For more information on these steps, please read [British Rowing's Safeguarding Handbook – Handling concerns](#).

1. Listen carefully to what they're saying;
2. Let them know they've done the right thing by telling you;
3. Tell them it's not their fault;
4. Tell them you'll take them seriously;
5. Don't confront the alleged abuser;
6. Explain what you'll do next, including that you must act on / report what they have said;
7. Report what the child has told you as soon as possible.

2.4 Recording and Handling a Safeguarding Concern

Once a referral has been received by the Club Welfare Officer, they must inform British Rowing of the concern within 48 hours of the disclosure. The Club Welfare Officer can use British Rowing's '[Report a Concern](#)' button, which allows anyone to fill out a report form that gets sent directly to the Lead Safeguarding Officer. If any individual is unable to access the report form, a written record must be made, which must then be sent to the Lead Safeguarding Officer. This written record must include;

- A factual account of what has been reported, or what has been observed, including the relevant date and time
- Details of those involved, including;



- o The individual whose safety or welfare is of concern;
- o The alleged perpetrator of abuse/poor practice;
- o Any witnesses or third party who raised these concerns
- o Any actions that have been taken (e.g. reporting to the police) and the rationale for taking these actions
- o The date and time of the referral and to whom the referral was made
- o The details, including name, mobile phone number and email address of person making the report to British Rowing

When recording and handling safeguarding concerns, all disclosures, or referrals must be taken seriously, and every effort must be made to ensure that confidentiality is maintained for all individuals concerned. All concerns must be reported to British Rowing. Information will only be shared on a 'need-to-know' basis. Those who need to know are individuals who have specific responsibilities and roles in supporting the welfare of the child, for example, the Lead Safeguarding Officer, Club Welfare Officers, statutory agencies and parents/carers/guardians.

2.5 Recording and Handling Poor Practice

If the Club Welfare Officer witnesses, or is told about, an individual(s) at the club who has committed an instance of poor practice, or who regularly commits instances of poor practice, they must report this to the Lead Safeguarding Officer, via the '[Report a Concern](#)' button on the British Rowing Website. The Club Welfare Officer may look into the matter and take appropriate action prior to receiving a response from the Lead Safeguarding Officer.

The Lead Safeguarding Officer will triage all instances of poor practice that Club Welfare Officers report and either: - confirm that British Rowing is satisfied with the actions that the club has already taken, or is planning to take; - confirm that British Rowing wants to investigate the instance(s) or allegation(s) further as these may be a Safeguarding Concern.

2.6 Non-Recent Concerns

British Rowing takes all Safeguarding concerns very seriously, including concerns that are non recent. As non-recent concerns typically involve people over the age of 18, all the necessary information is included in British Rowing's Safeguarding Adult at Risk Policy. A person who is aware of anyone who has suffered non-recent abuse, or who has a concern about them can report these concerns using the British Rowing Report a Concern button.

2.7 Whistleblowing to British Rowing

In addition to the foregoing, any person can contact the British Rowing Governance and Welfare team. If the team does not resolve the concern, or the concern is about a member of the British Rowing Governance and Welfare team, the British Rowing Disciplinary and Grievance procedure outlines the formal complaints process. Alternatively, the NSPCC Whistleblowing Advice Line on 0800 028 0285, or email help@nspcc.org.uk can be used to report matters. For more information, please see the [British Rowing Whistleblowing Policy](#).



2.8 British Rowing's involvement in Safeguarding Complaints

British Rowing's Lead Safeguarding Officer will get involved in an enquiry and/or investigation which exceeds the scope of a Club Welfare Officer. Appendix 2 of [British Rowing's Safeguarding Handbook 2 – Handling concerns](#), sets out the procedures to be followed by British Rowing where it becomes involved in a safeguarding complaint. This procedure provides a comprehensive, fair and equitable process for any enquiry into any concerns or referrals and applies to all individuals involved in regulated rowing activity.

Section 3: Related issues

3.1 The 1863 Club Code of Conduct

The Club adopts [British Rowing's Code of Conduct](#) and ensures that the Club's Code of Conduct is signed or approved by all members (adult and junior), club officials, volunteers, parents, carers and guardians. The Code sets out clear procedures in place to avoid disputes escalating, to allow for suspension or expulsion if necessary in the event that a member's or non-member's behaviour, such as a parent, carer or guardian, does not reach the expected standards of the Code.

See the 1863 Club Code of Conduct available on the Club's website.

3.2 Media and Photography Guidance

Like British Rowing, the Club recognises that taking pictures and videos are an important part of sport and act as a valuable coaching aid. We are committed to doing our best to ensure that any imagery used within rowing promotes our sport in the best light. As a club, we monitor photographic practices to allow the Club or British Rowing, to act in cases where inappropriate imagery is circulated and to deter anyone with undesirable intentions. The safety of the child is always paramount, and to ensure this, we adhere to British Rowing's Photography and Use of Imagery policy and the guidelines listed in section 1 of British Rowing's [Safeguarding Handbook 4 – Safety in the digital world](#).

See the Club's Photography and Use of Imagery policy and the Club's social media policy.

3.3 Safer Recruitment

The Club has adopted British Rowing's Safer Recruitment guidance to ensure our recruitment process is as safe as possible. This is available in section 4 of British Rowing's Safeguarding Handbook 1. All 1863 Club staff and volunteers go through an appropriate vetting process before their appointment to establish their suitability to work with children and young people.

In particular, we take the following steps:

- Advertise all vacancies on the Club website, with a description of the role (role profile), and a reference that our club takes safeguarding extremely seriously and, where appropriate, state that a Disclosure and Barring Service (DBS) check will be a requirement.
- Have an appropriate recruitment process in place to ensure fair treatment, including a process to verify the person's identity, for example by checking their passport, requesting two references or contacting the individual's previous club.



- When recruiting volunteers under 18, we ensure that a young volunteer:
 - ❖ agrees to the British Rowing Codes of Conduct;
 - ❖ provides written permission from their parent/carer that they may carry out the responsibility they have been assigned;
 - ❖ is supervised at all times by at least one adult who holds a current DBS check and has undergone the appropriate safeguarding training;
 - ❖ is not left alone with one adult;
 - ❖ knows their responsibilities regarding safeguarding, and how to report any concerns they have or become aware of;
 - ❖ is not given responsibilities unsuitable for their age and especially responsibilities that may put someone at risk of harm e.g. sole supervision of other juniors or lifting heavy equipment.
- Ask about the person's attitude to safeguarding at interview.
- For roles that will involve working with children/adults at risk (such as coaches and the CWO), ask questions that gauge the individual's knowledge of safeguarding and their suitability for the role.
- Ensure a DBS check is carried out through British Rowing if the role involves 'regulated activity' and that, until the person's DBS is cleared, they are not allowed to start in their role if it is working with children/adults at risk, unless supervised at all times.
- Request references from each applicant's last two employers/clubs.
- Carry out some basic internet searches on the applicants.
- Carry out a proper induction, including any relevant safeguarding or other training before the individual commences their role.
- Ensure safeguarding is raised at all one-to-one catch-up meetings so that the individual can share concerns and ideas.
- Ensure that all employees and volunteers read and understand the Safeguarding Children and Young People Policy, British Rowing's Code of Conduct, all relevant policies and guidance, such as RowSafe, and ideally have them sign a document to confirm they have done so.

All those doing recruitment for 1863 to be familiar with section 4 of British Rowing's Safeguarding Handbook 1.

3.4 Anti-Bullying

All members of the Club have the right to participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated. All reports of bullying are taken seriously and investigated properly. If bullying does occur, all members must be able to tell someone and know that incidents will be dealt with promptly and effectively.

Anyone who knows, or suspects, that bullying is taking place must report this to the Club Welfare Officer as soon as possible. The Club has an Anti-bullying policy in line with British Rowing's Anti-Bullying policy.



3.5 Training for Regulated Activity

All 1863 Club coaches and Club Welfare Officers comply with the requirements for education and training, which are set out in section 6 of British Rowing's Safeguarding Handbook 1 – the Club Welfare Officer.

3.6 Coaching Ratios

Safeguarding best practice dictates that qualified adults must always be present when children are participating in rowing and rowing-related activities, such as land training. The number of adult's present depends on a multitude of different factors, some of which include:

- the age, gender or behaviour of the children involved in the activity;
- any additional supervision or support needs the children may require;
- the type of activity, and the equipment required

All clubs and coaches must carry out a risk assessment which is reviewed for each session to ensure they are assessing any additional factors that may affect the number of required coaches. This assessment should include the number of people required to supervise the activity.

Coaches working with children must ensure that they do not work in isolation, therefore there should be at least two adults available when coaching children and young people, in accordance with CPSU guidelines. This is to protect both the child, as well as the coach, especially so that, in case of an accident or injury there is always someone available to supervise the remaining children.

3.7 Additional Vulnerability

The Club is committed to ensuring diversity and inclusion in the rowing landscape and recognises the additional safeguarding needs and vulnerability of certain groups of children. We recognise that everyone in rowing, including children, has the right to participate in a friendly and safe environment.

To address this, we adhere to British Rowing's safeguarding guidance for clubs to follow when working with any of the below groups of children:

- Deaf and Disabled Children
- Talented/ Elite Children
- Children from Ethnically Diverse backgrounds
- LGBTQ+ Children
- Children from disadvantaged groups, including travellers as set out in the British Rowing Inclusive Club Guide.



Section 4: Useful Contacts

1863 Club Support Group	<p>Club Welfare Officer (CWO) Valerie Baudin EMAIL: welfare@1863.co.uk</p> <p>Deputy Club Welfare Officer (DCWO) Zoe Copley EMAIL: welfare@1863.co.uk</p>
	<p>Chairperson Heather Alston EMAIL: 1863Clubsg@gmail.com TEL: 07966 233 581</p>
British Rowing	<p>Lead safeguarding officer EMAIL: iso@britishrowing.org</p>
Emergency services	999 if there is an immediate risk of harm
Local Authority Designated Officer (LADO) (when it has been alleged that someone who works with children has; behaved in a way that has harmed, or may harm a child, or possibly committed a criminal offence against a child)	<p>TEL: 0208 583 5730 EMAIL: lado@hounslow.gov.uk</p>
NSPCC	<p>TEL: 0808 800 5000 EMAIL: help@nspcc.org.uk</p>
Ann Craft Trust (For adults and young people at risk)	<p>TEL: 0115 951 5400 WEBSITE: www.anncrafttrust.org</p>
Childline (Helps anyone under 19 with any issue they're going through)	<p>TEL: 0800 1111 WEBSITE: www.childline.org.uk</p>
MIND (Provides advice and support to empower anyone experiencing a mental health problem)	<p>TEL: 0300 123 3393 WEBSITE: www.mind.org.uk/need-urgent-help/using-this-tool</p>



<p>CEOP (Protects children from harm online and offline with a focus on child sexual exploitation and online protection issues.</p>	<p>WEBSITE: www.ceop.police.uk/safety-centre. Reporting: www.ceop.police.uk/Safety-Centre/Should-I-make-a-report-to-CEOP-YP</p>
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